

**REQUEST FOR PROPOSAL**

**FOR**

**INTERIOR DESIGNING, SUPPLY AND DEPLOYING OF GOODS, SERVICES &  
TECHNOLOGIES FOR UPCOMING STATE-OF-ART MODERN LIBRARY IN  
MOHLA BLOCK, RAJNANDGAON, CHHATTISGARH**

**DISTRICT MAGISTRATE & COLLECTOR**

**RAJNANDGAON, CHHATTISGARH**

**Phone: 07744 - 224941**

**Fax:**

**E mail: dimrjn@yahoo.com**

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**A. SCHEDULE OF INVITATION OF RFP**

|  |  |
|--|--|
| <b>Date of Issuance of RFP</b>                           | <b>27/08/2018</b>  |
| <b>Last date and time for Queries</b>                    | <b>Upto 03:00 PM, 28/08 /2018</b>  |
| <b>Last date and time for submission of RFP document</b> | <b>Upto 03:00 PM, 07/09/2018</b>   |
| <b>RFP document to be submitted to</b>                   | <b>DISTRICT PROJECT OFFICER,<br/>ZILA LOK SHIKSHA SAMITI , ROOM NO. 108<br/>COLLECTORATE BUILDING<br/>RAJNANDGAON,<br/>Phone: 07744 - 224941<br/>E-mail: dlmrjn@yahoo.com<br/>Website:</b> |
| <b>Date and Time of Opening of RFP document</b>          | <b>03:00 PM, 07/09/2018, at the Collectorate<br/>Conference Hall, Collectorate Campus Premise,<br/>Rajnandgaon</b>   |

**NOTE:**

- 1. Please address all queries and correspondence to:**

**DISTRICT PROJECT OFFICER,  
ZILA LOK SHIKSHA SAMITI , ROOM NO. 108 COLLECTORATE BUILDING  
RAJNANDGAON,  
Phone: 07744 - 224941  
E-mail: dlmrjn@yahoo.com**

- 2. If the concern office happens to be closed on the day of receipt of the RFP as specified, the proposal shall be received and opened on the next working day on opening of the Office at the same time and venue.**
- 3. Please quote Subject of the proposal in all your correspondence.**

## **B. INTRODUCTION**

The District Administration of Rajnandgaon, Chhattisgarh State, has undertaken to construct a state-of-artmodern block Library in Mohla Block reflecting modern architectural and aesthetic sense, the work of which is in advance stage of progress. In order to fulfill the goal, the District administration is looking out for proposals from professionals/firms who can provide services and supply contents (manual and e-content both), items, train librarian and innovative technologies for running and maintaining the upcoming state-of-art modern Block Library.

The idea is to build and maintain such library so as to cater to “such curious mind that wants to learn and seeks from books”. It shall also be a location wherein learning and sharing of ideas can take place, wherein a process of “dialogue” can takes its form.

## **C. SCOPE OF WORK**

The proposal should converge on the point that it should be able to cater readers from various walks of life, ranging from children to old citizens. The content of the library should be able to reflect the local society and its history. It should be able to meet the requirements of the local society, considering the prevailing socio-economic condition.

Thus, Proposals as submitted should cover and meet the following aspects and requirements:

- (a) Number of Books: 5000 books,
- (b) Special Category: Referral material for kids/children,
- (c) Intranet Infrastructure: Online Reference and Cataloguing, e-books
- (d) Interactive Multimedia Content,
- (e) Furniture for the Library inclusive of interiors,
- (f) Wall Paper and Poster,
- (g) Barcode Scanner
- (h) Infrastructure for Interactive AV Room with Audio/Video Collection of DVDs and CDs.

## **D. COVERAGE AREA**

The invitation is for the proposed upcoming state-of-art modernLibrary, situated in the Mohla block of the district Rajnandgaon, Chhattisgarh, with total built up area of **2540 sq.foot** (for Design & Drawing, please refer ANNEXURE IV in the end of this document).

## **E. DURATION OF ASSIGNMENT**

The duration of assignment shall be for a period of Six (6) weeks from the day a communiqué is sent in this regard to initiate the service and supply of items and goods, within which duration the objective of the Work Order/Purchase Order has to be completed. This duration shall not include the Training Programme session, One (1) AMC and extended Warranty Period.

Provided, however that, this duration may be increased, with prior written consent, citing valid reasons (s)/cause (s) for the same.

## **F. SUBMISSION OF PROPOSAL**

The proposal is to be submitted with all necessary details in three separate sealed envelopes, which shall include the followings:

- (a) Envelop – I: Original and One (1) copy of Technical Proposal complete with all technical and commercial details (valid documentary proof) as prescribed in the Annexure - I.
- (b) Envelop – II: Non-refundable RFP Document fee of **Rs. One Thousand only (Rs. 1000.00/-)** and EMD of **3% of total cost** is to be submitted with the proposal in a separate envelope superscripted with the RFP name and number. The RFP document fee and EMD is to be drawn in favour of Collector Rajnandgaon.

However, the EMD amount shall be subjected to change as per the final quotation as offered by the selected Proposer/Applicant.

- (c) Envelop – III: Detailed Project Proposal in Three (3) copies.
- (d) Envelop – IV: Original and One (1) copy of Financial Proposal complete with all details as prescribed in the Annexure - III.

Original printed document shall be considered as authentic. Such copy has to be submitted in physical form at the office of the Competent Authority on or before the due date of submission of technical proposal. All pages of the offered proposals must be signed under the hand of authorised signatory (ies).

## **G. PRE-BID BRIEFING**

There shall not be any Pre-Bid briefing with regards to this RFP. However, interested Proposer/Applicant may ask any query (ies) and obtain any information (s) with regards to the RFP, during office hour, and which ends at **03:00 PM of 31/08/2018**. After the said deadline, **no such request shall be entertained by the office.**

**However, the office shall not, and is not bound to, disseminate that information which might be unjust, un reasonable and illegal, and which may betray the spirit of healthy competition.**

## **H. UNDERTAKING (SAMPLE)**

Interested organization/agency/entity/professional shall submit their Technical Proposals under sealed covers to the Office of District Magistrate and Collector, Rajnandgaon, Chhattisgarh in prescribed format.

The Technical Proposal should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above.

The proposal must be accompanied by a letter on the organization's letter head showing the full registered office address of the organization. It should be signed by a person of suitable authority to commit the organization with relevant experience to a binding contract. The organization must quote the work Title and include the following declarations:

1. I/WE have examined the information provided in your Terms of Reference (TOR) and offer to undertake the work described in accordance with requirements as set out in the TOR.
2. This proposal is valid for acceptance within 6 months and I/WE confirm that this proposal shall remain binding upon us and may be accepted by you at any time before this expiry date.
3. The proposals (Technical, Detailed Project & Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/ firm invited to submit proposal for this contract.
4. I/WE confirm that all personnel named in the proposal shall be available to undertake the services.
5. I/WE confirm that there are no personal, financial and business activities that shall, or might, give rise to a conflict of interest if we were awarded this assignment. Collector Rajnandgaon reserves the right to reject any Proposal which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.

6. I/WE confirm that the organization

- Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
- Have not been convicted of any offence concerning professional misconduct
- Have not been convicted of corruption including the offence of bribery
- I/WE agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.

I/WE confirm that, I/WE have the authority of [name of organization/entity] to submit proposal and to clarify any details on its behalf.

Place:

Signature:

Date:

Name:

Designation:

Office Seal:

## **I. ELIGIBILITY CRITERIA**

Interested Proposer, to be eligible to take part in the advance stage of the selection processes (Stage 2 & Stage 3) has to meet the requirements as asked in ANNEXURE I (Stage 1) at the last part of this document.

Proposers shall be fulfilling the following pre-conditions and must also submit valid documentary evidence in support of fulfilment of these conditions while submitting the Technical Proposal (ANNEXURE I). Claims without valid documentary evidence shall not be considered.

1. The Proposer must have been in existence at least for the last Five (5) years as on 01.08.2018. A copy of Certificate of Incorporation /MOA/Partnership deed/ Proprietary deed, or any other legally relevant documents, issued by competent authority shall be produced here.
2. The Proposer firm/company must have made profits as per the Profit and Loss A/c in the last Two (2) financial years(FY 2016-17, & 2017-18) and should be in sound financial position as judged by the Evaluation Committee for this purpose.
3. The Proposer/Applicant should have total turnover of more than **20,00,000.00 (INR)** during last Two (2) years (FY 2016-17, & 2017-18). CA certified P&L account and Balance Sheet for the last preceding two (2) years(of PY 2016-17, & 2017-18)to be submitted as a proof.

However, this condition shall **not apply for a Not-for-Profit Organization, as such.**

4. The Proposer must have experience in executing minimum Six (6) projects related to developing and maintaining modern ICT enabled Library set ups belonging to Government Offices/Board/Commission, or as the case may be. Proposer must enclose Copy of attested Certificates or Work Order pertaining to these.
5. The Proposer must have valid PAN No., and GST from Income Tax Office.

However, this shall be conditional **for a Not-for-Profit Organization, as such.**

6. The Proposer should have deposited Proposal EMD amount in favour of “Collector Rajnandgaon, Chhattisgarh” by Crossed Demand Draft / Banker’s Cheque payable at Rajnandgaon from any Nationalized / Scheduled Bank.

## **J. SELECTION PROCESS**

The selection process shall be look over by a Selection Committee/Purchasing Committee form and appointed by the Collector and District Mission Director,Rajnandgaon, Chhattisgarh for the purpose.

The selection shall be processed at stages: First, there shall be a pre-bid selection – the Technical Proposals (Stage 1), and once a proposer/applicant fulfills the requirements under the Technical Proposal (as envisaged in ANNEXURE I), then only such successful proposer/applicant shall be eligible to take part in the final stages of Presentation of Detailed Proposal (ANNEXURE II – Stage 2) and Financial Proposal (ANNEXURE III – Stage 3).

The selection of the final entity (ies) for the project shall be done purely on the scores as obtained by the proposer/applicant in Stage 2 and Stage 3 of the selection processes.

Proposals shall be evaluated on a Quality and Cost Based Selection (QCBS) basis. Proposals shall be ranked according to their combined Presentation (Sp) and Financial Quotation (Sf) scores.

The scoring mechanism shall be arrived by the Selection Committee/Purchasing Committee members, based on ON SPOT analysis.

## **K. FINAL SELECTION AND AWARD OF WORK**

Proposer obtaining highest number of points shall be invited for contract negotiations, with a view –

- To clarify any outstanding points; &
- To finalize technical and financial arrangements.

In case of successful negotiations, a work order and subsequent contract agreement/MoU shall be signed between the District Administration and shortlisted proposer (s).

Provided, however that, 2 or more proposers may also be awarded work contract under this RFP, assigning each of them with same or two or more different aspects of work within the scope of this RFP.

## **L. PAYMENT TERMS**

The total project cost is to be finalized on the basis of the final quoted amount in the financial proposal (as per Annexure III) and subsequent price negotiation. The payment terms shall be subsequently negotiated into, and which shall be agreed upon in the Contract Agreement/MoU.

## **M. HARDWARE**

The District Administration is seeking for quality hardware with extended warranty period. It is, therefore, expected of the proposers to procure hardware for ICT component and other Interactive Audio-Video media from reputed brands.

## **N. OPERATIONS & MAINTENANCE**

The Proposals shall include One (1) yr.comprehensive AMC Warranty on all products as supplied. It shall also include on location/site Training Programme session (s) for the personals manning the state-of-art modern block level Library, so as to impart them with know-hows and skills required to manage the technologies and ICT tools as deployed in the state-of-art modern Library under the current RFP.

## **O. SELECTION COMMITTEE/PURCHASING COMMITTEE**

Proposal evaluation shall be done by Selection Committee/Purchasing Committee appointed by the Collector and District Mission Director, Rajnandgaon, Chhattisgarh, for the purpose. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and may have not been addressed in this RFP Document. The decision of the Committee shall be final and binding on all the Proposers/Applicants in such circumstances.

## **P. COMPETENT AUTHORITY**

The Selection Committee/Purchasing Committee shall be the competent authority for this project. The powers of the Competent Authority shall be as under:

1. Amend RFP documents during the proposal evaluation process. Any amendments, as such, shall be conveyed to the short-listed entity (ies).
2. Modify scope of work at the time of the award of the contract/project. Such modifications shall be discussed and agreed upon with the preferred short-listed entity (ies).
3. Request a proposer entity for clarification on its proposal, in part or whole, at any time during or after selection process. Such clarification shall be responded to in writing. No unilateral change in price or substance of the proposal shall be sought, offered or permitted at this stage by the proposer.
4. The Selection Committee/Purchasing Committee shall exercise the right to accept or reject any proposal without assigning any reason thereof.
5. In case of any impropriety, malpractice, slow work or falsification in any manner whatsoever, the Selection Committee/Purchasing Committee reserves at any stage, the right to take appropriate decision regarding the termination of contract or modification in the scope of services, in full or part thereof.

## **Q. ADDRESS FOR COMMUNICATION**

All queries and communications shall be sent to the address given below –

**DISTRICT PROJECT OFFICER,  
ZILA LOK SHIKSHA SAMITI , ROOM NO. 108 COLLECTORATE BUILDING  
RAJNANDGAON,  
Phone: 07744 - 224941  
E-mail: dlmrjn@yahoo.com**

**R. OTHER GENERAL INSTRUCTION**

1. The Price/Rate/Cost quoted and proposed in the ANNEXURE III shall include all other incidental charges such as packaging, forwarding, insurances, taxes & sur-charge*etc.* (FOR).
2. Price/Rate/Cost shall be quoted in INDIAN CURRENCY (INR) only.
3. Once quoted, the Proposer shall not make any subsequent Price/Rate/Cost changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the Proposal, even if any deviation or exclusion may be specifically stated in the Proposal. Such price changes shall render the Proposal liable for rejection.
4. The Price/Rate/Cost quoted by the Proposer shall be valid for a period of 180 days and shall be applicable for the entire contract period. Any drastic reduction in cost of hardware, due to changes in policy level or tax cuts or budget provisions at GOI/State level, will be negotiated by both parties.
5. Payments Shall be made against valid Bill (s) as produced.
6. The discount / rebate admissible, if any, may be quoted during submission of valid Bill (s).
7. In case goods/services are not according to specification, the cost of returning them or rectification of the same shall be borne by the supplier.

**ANNEXURES**

- I. Technical Proposal (Stage 1)**
- II. Detailed Project Proposal (Stage 2)**
- III. Financial Proposal (Stage 3)**
- IV. Drawings & Designs**

**Collector**  
**District Rajnandgaon**

## ANNEXURE I

**Format of Technical Proposal (Stage 1)**

| Sr. No | Particulars  | Remarks/ Documents to be attached   |
|--------|--|---|
| 01     | Name of the Agency   | As mentioned in the Registration Certificate.   |
| 02     | Nature of the Agency<br>(Whether Sole Proprietorship, Partners firm, Company (public or private), etc.)  | Certificate of incorporation /MOA/ Partnership deed/ Proprietary deed etc.  |
| 03     | Address of Head office:<br>Name(s) of the contact person(s);<br>Telephone number: Landline as well as Mobile No;<br>E-Mail ID(s);  |   |
| 04     | Corresponding Office address:<br>Name(s) of the contact person(s);<br>Telephone number: Landline as well as Mobile No;<br>E-Mail ID(s);  | If different from the above address   |
| 05     | The firm is a proprietary/ partnership / Public or Private Limited Co.   | Valid Certificate of Incorporation/MOA/ Partnership deed/ Proprietary deed etc.                                   |
| 06     | Year of establishment of the Organization 2016-17  | Mention the date of Registration and enclose the Certificate of Registration.                                     |
| 07     | Annual Turnover and P&L a/c of the Organization for the year 2016-17 and 2017-18   | Please mention the amount and attach the CA certified P&L and balance sheet for the last preceding two (2) years. |
| 08     | Experience in executing minimum 6 Projects on Library/E- Library in any Government office/Board/ Commission  | Copy of Certificate or work order as a proof of this.   |
| 09     | Income Tax - PAN No /GST. No. & Date   | No. to be mentioned and photo copy of each to be attached.  |
| 10     | Operational office in Chhattisgarh State (if any)  | Registration of Address   |
| 11     | Details of RFP Document fee:<br>DD No.....<br>Date.....<br>Amount:.....<br>Drawn on.....<br>Details of EMD amount:<br>DD No.....<br>Date.....<br>Amount:.....<br>Drawn on.....<br><br>(Attach the original copy of DD) | Please enclose the original DD along with the technical proposal documents.                                       |

**ANNEXURE-II**

**Detailed Project Proposal (Stage 2)**  
**(Signed 3 copies)**

- \* Please provide in details the make, brand, year of manufacturing, authorship, licence details, cautionary message, Intellectual Property Rights ownership as well as any relevant details of all the products and itemized goods & services as offered in the proposal, the submission of which are required under any relevant laws or practices.

**ANNEXURE-III**

**Format of Financial Proposal (Stage 3)**

The Financial Proposal quoted includes all applicable costs for carrying out the activities outlined as scope of work for the Agency/Proposer.....  
..... (Full name of Proposer) shall not claim any cost over and above the Proposal amount quoted. The Proposal amount quoted for is calculated on the basis of ..... and that the ..... (Full name of Agency/Proposer) agreed to the terms of payment as mentioned in the RFP document.

I/We hereby submit the financial quote as mentioned in the following table: (please provided the quotation itemized wise)

| SL. No. | List of Work/Items* | Price/Rate/Cost Quote <sup>#</sup> |
|---------|---------------------|------------------------------------|
|---------|---------------------|------------------------------------|

- \* Please provide in details the make, brand, year of manufacturing, authorship, license details, cautionary message, Intellectual Property Rights ownership as well as any relevant details of all the products and itemized goods & services as offered in the proposal, the submission of which are required under any relevant laws or practices.
- # Price/Rate/Cost shall include the basic price, ST, VAT, and Packaging, Forwarding &Transportation charges and any other applicable taxes as such.Price/Rate/Cost shall be quoted in INDIAN CURRENCY (INR) only.

Place:

Signature:

Name:

Date:

Designation:

